



**STATE OF TENNESSEE**  
**DEPARTMENT OF INTELLECTUAL AND DEVELOPMENTAL DISABILITIES**  
CITIZENS PLAZA, 10<sup>TH</sup> FLOOR  
400 DEADERICK STREET  
NASHVILLE, TN 37243

**MEMORANDUM**

**Memo #198**

**TO: Providers of Residential Waiver Services**

**FROM: Debra K. Payne, DIDD Commissioner**

**DATE: December 19, 2014**

**SUBJECT: Residential Billing**

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The purpose of this communication is to provide information and direction regarding billing requirements for Providers of residential waiver services (e.g. Supported Living, Residential Habilitation, Family Model). We recognize that there are times when individuals are away overnight from their home, most commonly due to weekend visits with family. Billing for a unit of residential service when the individual is not home should not occur. Billing applicability is based on the person supported being in their waiver residence receiving supports as outlined in the ISP, specifically at 11:59 PM.

Please note the following examples. If additional clarification is needed, please contact the Regional DIDD Billing Coordinator's office.

<b>Ex. 1 (Weekend Visit – 1 Night)</b>			
<b>Fri 1<sup>st</sup></b>	<b>Sat 2<sup>nd</sup></b>	<b>Sun 3<sup>rd</sup></b>	<b>Mon 4<sup>th</sup></b>
Person goes home with family at 4:00 PM	Person returns home before 11:59 PM	Person remains at home	Person remains at home
Person is in family home at 11:59 PM	Person is in their own home at 11:59 PM	Person is in their own home at 11:59 PM	Person is in their own home at 11:59 PM
<b>Do Not Bill</b>	Bill 1 unit	Bill 1 unit	Bill 1 unit

**Ex. 2 (Weekend Visit – 2 Nights)**

<b>Fri 1<sup>st</sup></b>	<b>Sat 2<sup>nd</sup></b>	<b>Sun 3<sup>rd</sup></b>	<b>Mon 4<sup>th</sup></b>
Person goes home with family at 4:00 PM	Person remains with family	Person returns home before 11:59 PM	Person remains at home
Person is in family home at 11:59 PM	Person is in family home at 11:59 PM	Person is in their own home at 11:59 PM	Person is in their own home at 11:59 PM
<b>Do Not Bill</b>	<b>Do Not Bill</b>	Bill 1 unit	Bill 1 unit

<b>Ex. 3 (Emergency Room Visit – No Admission)</b>			
<b>Fri 1<sup>st</sup></b>	<b>Sat 2<sup>nd</sup></b>	<b>Sun 3<sup>rd</sup></b>	<b>Mon 4<sup>th</sup></b>
Person is taken to ER at 4:00 PM	Person remains at home	Person remains at home	Person remains at home
Person is still in the ER at 11:59 PM but is NOT admitted and returns home prior to 11:59 pm the next day.	Person is in their own home at 11:59 PM	Person is in their own home at 11:59 PM	Person is in their own home at 11:59 PM
Bill 1 unit	Bill 1 unit	Bill 1 unit	Bill 1 unit

<b>Ex. 4 (Hospital Stay – 1 Night)</b>			
<b>Fri 1<sup>st</sup></b>	<b>Sat 2<sup>nd</sup></b>	<b>Sun 3<sup>rd</sup></b>	<b>Mon 4<sup>th</sup></b>
Person is admitted to hospital at 4:00 PM	Person returns home before 11:59 PM	Person remains at home	Person remains at home
Person is in the hospital at 11:59 PM	Person is in their own home at 11:59 PM	Person is in their own home at 11:59 PM	Person is in their own home at 11:59 PM
<b>Do Not Bill</b>	Bill 1 unit	Bill 1 unit	Bill 1 unit

<b>Ex. 5 (Hospital Stay – 2 Nights)</b>			
<b>Fri 1<sup>st</sup></b>	<b>Sat 2<sup>nd</sup></b>	<b>Sun 3<sup>rd</sup></b>	<b>Mon 4<sup>th</sup></b>
Person is admitted to hospital at 4:00 PM	Person remains in hospital	Person returns home before 11:59 PM	Person remains at home
Person is in the hospital at 11:59 PM	Person is in the hospital at 11:59 PM	Person is in their own home at 11:59 PM	Person is in their own home at 11:59 PM
<b>Do Not Bill</b>	<b>Do Not Bill</b>	Bill 1 unit	Bill 1 unit

**Ex. 6 (Admission)**

<b>Fri 1<sup>st</sup></b>
Person admitted to waiver and moves into home
Person is in their own home at 11:59 PM
Bill 1 unit

**Ex. 7 (Transfer)**

<b>Fri 1<sup>st</sup></b>
Person transfers to another provider at 4:00 PM
Person is in their own home with new provider or new residence at 11:59 PM
<b>Former Provider Does Not Bill</b>
<b>Current Provider Does Bill</b>

**Ex. 8 (Discharge)**

<b>Fri 1<sup>st</sup></b>
Person is discharged from the waiver at 4:00 PM
Person is not in a waiver home at 11:59 PM
<b>Do Not Bill</b>

**Note:** An exception has been granted for Discharges Due to Death. In this circumstance, the Regional DIDD Billing Coordinator's office needs to be contacted as soon as possible to ensure the necessary process is initiated.